

**DEPARTMENT OF THE TREASURY  
FEDERAL LAW ENFORCEMENT TRAINING CENTER  
GLYNCO, GEORGIA 31524**

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FLETC DIRECTIVE (FD)

NUMBER: 70.09.D

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Subject:

DATE: 08/24/90

Sunset Review:

BUILDING EVACUATION DRILL PLAN

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1. PURPOSE. This directive promulgates the Federal Law Enforcement Training Center's (FLETC) plan for conducting building/facility evacuation drills to familiarize personnel with the safe means of exit from buildings and facilities in order to ensure the safety of all personnel in the event an actual evacuation should become necessary for any reason.

2. SCOPE. The provisions of this directive are applicable to all users of buildings on the FLETC.

3. REFERENCES.

- a. National Fire Protection Association, NFPA 101, Life Safety Code.
- b. 29 CFR Part 1910, Subpart E - Means of Egress.
- c. 29 CFR Part 1960.19 - "Other Agency Standards Affecting Occupational Safety and Health".

4. AUTHORITY. Department of Treasury Order No. 140-01, Subject: "Federal Law Enforcement Training Center" dated January 13, 1987.

5. DEFINITIONS.

a. Staff. Persons entering Center property for the purpose of performing official duty. This includes, but is not limited to, Center staff-members, Participating Organization Representatives and their staff members, and visiting instructors or other visiting employees of Participating Organizations.

b. Students. Persons entering Center property for the purpose of undergoing training and/or participating in seminars.

c. Contractor Personnel. Persons entering Center property for the purpose of performing work associated with an official contractual agreement issued by a government representative.

d. Evacuation Drill Wardens/Assistant Wardens. Those persons of the FLETC, Participating Organization, and Contractor Staffs officially designated by their supervisor as Evacuation Drill Wardens or Assistant Wardens.

e. Safe Areas. An area well clear of the structure being evacuated so as not to endanger evacuees due to emergency vehicles or falling debris as might be associated with the particular hazard(s). Safe areas are at least 100 feet from the structure being evacuated. Signs depicting safe areas are posted in locations throughout dormitories. During evacuations due to an actual emergency, distances may be adjusted commensurate with the hazard by the Security and Safety Division (SEC).

f. Evacuation Signal. The signal for evacuation drills will be the building fire alarm system. The system will remain activated until complete evacuation has been confirmed. For those buildings which do not have a fire alarm system, evacuation during an actual emergency will be accomplished by other methods of notification prescribed by the Security and Safety Division (SEC).

6. POLICY. It is the intent of the FLETC to provide, to the maximum extent possible, a safe and healthful workplace for all staffs, students, and contract employees who work or train on the Center. Building Evacuation Drills constitute an integral part of ensuring the safety of employees and students. Therefore, evacuation drills will be conducted in accordance with the schedule set forth in Attachment 1. Any trailer facilities adjacent to these buildings will be included in the drill exercise. The SEC will select the specific day of the month for conduct of drills. Drills will be unannounced.

## 7. RESPONSIBILITIES AND PROCEDURES.

### a. Assistant Directors

(1) Assistant Directors for the Office of Administration, Office of General Training, Office of Special Training, and Office of State and Local Training shall:

(a) ensure Evacuation Drill Wardens and Assistant Wardens are designated in accordance with the listing shown on Attachment 2:

(b) ensure a list of Designated Evacuation Drill Wardens and Assistant Wardens is submitted to the SEC and updated as changes occur;

(c) ensure the Evacuation Drill Wardens and Assistant Wardens are made available for training by SEC when scheduled/announced.

(2) Assistant Director, Office of Artesia and Marana Operations is responsible for developing a Building Evacuation and Drill Plan in accordance with the procedures and guidelines set forth herein. The Office of Artesia and Marana Operations will be assisted by the SEC, FLETC, Glyncro, Georgia.

b. On-Site Participating Organization Representatives shall:

(1) designate Evacuation Drill Wardens and Assistant Wardens in accordance with the listing shown on Attachment 2. The list of designated Drill Wardens and Assistant Wardens will be submitted to the SEC and updated as changes occur.

(2) Ensure the Evacuation Drill Wardens and Assistant Wardens are made available for training by SEC when scheduled/announced.

c. Contractors will be responsible for:

(1) assigning Evacuation Drill Wardens and Assistant Wardens for the buildings indicated on Attachment 2 to ensure the safe evacuation of contractor personnel and others as defined in paragraph 7;

(2) providing a list of designated Drill Wardens and Assistant Wardens to the SEC and updating the list as changes occur:

(3) ensuring the Evacuation Drill Wardens and Assistant Wardens are made available for training by SEC when scheduled/announced.

d. Security and Safety Division. The SEC shall be responsible for planning, coordinating, and executing practice evacuation drills to include:

(1) activating the fire alarm system to commence the evacuation drills;

(2) preparing the informational/directional evacuation signs where needed;

(3) advising the Senior FLETC/Agency official occupying each Building and the building Warden/Assistant Warden of a planned drill not later than 8:30 on the day of the evacuation drill;

(4) scheduling, announcing, and conducting training for designated Evacuation Drill Wardens/Assistant Wardens and instructors after advance coordination with the Assistant Directors;

(5) preparing, updating, and distributing the evacuation drill schedules (Attachment 1);

(6) preparing and distributing the evacuation drill checklist/reports (Attachment 3);

(7) coordinating the Security Police service during drills;

(8) furnishing hand-held bull horns;

(9) receiving all completed checklists/reports from the designated Wardens/Assistant Wardens/contractor personnel, evaluating the checklist contents, and preparing a consolidated report, making recommendations for improvements or corrective actions, as appropriate; and

(10) notifying Wardens/Assistant Wardens when it is safe to reenter the building.

(11) perform a functional test of emergency lighting within 24 hours after a drill has been completed.

e. Facilities Management Division. The Facilities Management Division shall:

(1) install and maintain all informational and/or directional signs pertaining to building evacuation; and

(2) designate personnel to be responsible for assisting the SEC during the activation/deactivation process of an evacuation drill, e.g., resetting the building and Center fire alarm system(s).

f. Designated Building Evacuation Wardens and Assistant Wardens.

(1) Upon audible alarm, the designated Evacuation drill Wardens and Assistant Wardens shall:

(a) ensure that all personnel vacate the buildings in a safe and timely manner;

(b) physically check all rooms and enclosed spaces within the buildings for personnel who may need assistance to evacuate the premises;

(c) ensure that all personnel go directly to and remain within the safe area(s) until termination of the drill is announced:

(d) upon notification by the SEC, announce to the personnel that it is safe for them to return to their buildings;

(e) monitor the re-entry to the buildings to ensure that the return is accomplished in an expeditious and orderly manner; and

(f) complete the evacuation drill checklist/ report, annotate any hazardous condition(s) encountered during the drill which could have created danger or potential danger to human lives, make recommendations for corrective actions, and submit the checklist/report to the SEC by close of business on the second work day following the evacuation drill.

(2) Evacuation Drill Wardens and Assistant Wardens shall attend training conducted by the SEC as scheduled/announced.

(3) Following their training, Evacuation Drill Wardens and Assistant Wardens shall provide a briefing to the building staff on the evacuation routes and procedures for their building.

g. Instructors.

(1) Upon audible warning, each instructor on duty within a classroom at the time shall:

(a) escort the students from the classroom to an outside safe area;

(b) account for each student upon arrival at the safe area;

(c) remain with the students within the safe area until it is announced by the Drill Wardens/Assistant Wardens that it is safe to return to the classrooms;

(d) escort the students back to the classrooms;

(e) account for each student upon return to the classroom; and

(f) advise the designated building/facility evacuation Drill Wardens/Assistant Wardens of any hazardous conditions encountered during the drill which were considered to create danger or potential danger to human lives;

(2) Instructors shall attend training conducted by the SEC as scheduled/announced.

h. Supervisory Personnel. All supervisory personnel shall be responsible for ensuring that the designated building evacuation Drill Wardens/Assistant Wardens/Instructors are cognizant of their individual responsibilities during an evacuation, and that they are excused from duty to participate in scheduled training.

i. Contractor Personnel. Upon audible warning, Contractor personnel, augmented by Security Police, shall:

(1) ensure that all students/instructors/others, who are housed in the various dormitories, as outlined in Attachment 2, are evacuated to safe areas;

(2) physically check the buildings for which they are responsible in accordance with Attachment 2 to ascertain if there are any persons remaining in the buildings who may need assistance to evacuate the premises;

(3) upon notification by the Wardens/Assistant Wardens that it is safe to return to the buildings, ensure that personnel are advised, and furnished any assistance needed to accomplish the return in an expeditious and orderly manner; and

(4) complete the evacuation drill checklist/report, annotate any hazardous conditions encountered during the evacuation which could have created danger or potential danger to human lives; suggest any corrective actions considered to be appropriate; and submit the evacuation checklist/report to the SEC by the close of business on the second work day following the evacuation drill.

8. SUPPLY OF FORMS. The form required by this directive may be obtained from the Security and Safety Division (Extension 2561).

9. OFFICE OF PRIMARY INTEREST. Security and Safety Division, Office of Administration.

Charles F. Rinkevich  
Director

Attachments (3) (See Security and Safety Division)